

The Town of Upper Marlboro

RESOLUTION: 2020-24

SESSION: Regular Board Work Session

DATED: November 24, 2020

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO TO SET AND ESTABLISH TOWN EMPLOYEE VACATION AND SICK LEAVE ACCRUAL RATES.

WHEREAS, pursuant to Section 82-59 of the Charter of the Town of Upper Marlboro, the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Town Charter or State law and to operate the Town government; and

WHEREAS: the Town Commissioners voted at the May 26, 2020 Regular Board Work Session to revert from using the unapproved 2018 version of the handbook as it had not been transmitted by a past President to be certified and ratified by the Board, and to use the 2015 approved version until a new handbook could be drafted and approved; and

WHEREAS, the Town Commissioners are currently working to revise the Town's Employee Handbook which is being prepared to provide the Town's officers and employees with a comprehensive and clear understanding of Town personnel policies, work rules and benefits; and

WHEREAS, until the referenced handbook is ready for approval, the Board wishes to set or definitively clarify the Vacation PTO and Sick Leave accrual rates currently in effect and to be incorporated into the finalized handbook.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners for The Town of Upper Marlboro, sitting in regular session this 24th day of November, 2020, hereby establishes the below Town rates and stipulations for Vacation PTO and Sick Leave accrual, to be effective as of the date of this Resolution and to supersede any such previous rates or accruals provided to the Town's employees:

Length of Service	Vacation PTO Accrual Rate	Vacation PTO Total Annual	Sick Leave Accrual Rate	Sick Leave Total Annual
0-4 Years	4 hrs.	13 Days	4hrs.	13 Days
5-10 Years	6 hrs.	19.5 Days	4hrs.	13 Days
11+ Years	8 hrs.	26 Days	4hrs.	13 Days

Vacation PTO: Employees hired after the passage of this Resolution may carry over a maximum of 120 hours per year. Employees hired prior the passage of this Resolution may carry over a maximum of 240 hours per year. Vacation PTO is paid out at the employee's current rate when an employee leaves the Town.

Sick Leave: There is no maximum amount of sick leave that can be carried over. Sick leave is not paid out when an employee leaves employment with the Town. Unused sick leave can be applied as such to allow an employee to retire up to two months early, or 320 hours.

ATTEST:


THE TOWN OF UPPER MARLBORO


Clerk

Date: November 24, 2020


Linda Pennoyer, President


Sarah Franklin, Commissioner


Janice Duckett, Commissioner



CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 24th day of November, 2020.


M. David Williams, Town Clerk